

Sullivan County NH

Type of meeting: Board of Commissioners - Certificate Awards
Ceremony/Public Meeting Minutes

Date/time: May 16, 2006; 1 PM

Place: Unity County Complex – Health Care facility, 1st Floor,
Recreation Room

SUPERVISORY CERTIFICATE AWARDS PRESENTATION

Attendees: Commissioners Donald S. Clarke – *Chair*, Ben Nelson – *Vice Chair* and Ethel Jarvis – *Clerk*; Ed Gil de Rubio – County Manager; Courtney Marshall – *S.C. Health Care Administrator*; Bard Flanders – *Unity Conservation Committee member*; Greg Chanis – *Facilities & Operations Director*; Jan Heighes – *Conservation District Coordinator*; Denis Martino – *NH Bureau of Education/Educator*. **Certificate Recipients in Attendance:** **Peter Farrand** – *Human Resource Director*; **Cora LaClair** – *Food Services Director Assistant*; **Heather Presch** – *Facilities & Operations Assistant Director*; **Heidi Smith** – *Health Care Director of Nursing*; **Nichole Reinhart** – *Health Care Nursing Supervisor*; **Pamela Wylie** – *Health Care Nursing Unit Manager*; **Patti Henderson** – *Health Care Nursing Staff Development Coordinator*; **Patti Koscielniak** – *External Care Coordinator*; **Phyllis Hamel** – *Health Care LPN Charge*; **Wilma Steinman** – *Health Care LPN Charge*; and **Sharon Johnson-Callum** – *Administrative Assistant*. (Those that received certificates, but were unable to attend: Ed Smith – *Charlestown Police Department Chief*, Jill Chrimes – *Health Care LPN Charge*, Betty Fay – *Health Care Unit Manager*, Matthew Lockhart – *DOC Correctional Officer*, Melissa Lambert – *Foods Services*, and Sam Fletcher – *Human Resource Assistant*.)

Mr. Farrand spoke briefly about the collaboration with the NH Bureau of Education and Sullivan County to offer regional educational seminars, and this being the first one, a Supervisory Training seminar. He introduced Mr. Denis Martino who spoke briefly of the Fundamentals of Supervision program, which was split into three workshops (Understanding & Valuing Differences, Supervising Employee Performance and Conflict Management), held over a 6-day time frame. Mr. Martino then handed out certificates to all in attendance.

PUBLIC BUSINESS MEETING

1:34 Commissioner Clarke brought the meeting to order and led all in the Pledge of Allegiance.

AGENDA ITEM NO. 1 MEETING MINUTES REVIEW

AGENDA ITEM NO. 1.A. MARCH 17TH MEETING MINUTES

Ms. Johnson-Callum noted the minutes for the March 17th meeting were approved previously, but she noted a wrong date on the minutes, and wanted to bring this to the attention of the Board.

1:35 A motion was made, by Commissioner Nelson, to approve the correction to the March 17th minutes. Comm. Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.B. MAY 2 2006 PUBLIC MEETING MINUTES

1:40 A motion was made, by Commissioner Nelson, to approve the May 2, 2006 public meeting minutes as typed. Commissioner Jarvis seconded the motion. Discussion: Commissioner Jarvis noted Commissioner Nelson did not attend the NHAC meeting as he indicated he would. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM ON. 1.C. MAY 2 2006 EXECUTIVE SESSION MEETING MINUTES

Mr. Gil de Rubio recommended approving and releasing the minutes.

1:42 A motion was made, by Commissioner Jarvis, to approve and release the May 2, 2006 Executive Session minutes. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 2 JUDKIN'S LOT

Mr. Gil de Rubio noted the appraiser's report regarding the Judkin's lot was received and a full report copy would be on their desks Friday. He noted they included in the meeting binder the two page summary of appraisal, which showed the value of the land with a conversation easement at \$41,000 vs. value of property otherwise at \$237,000.

Mr. Bard Flanders asked the Board if the value of \$41,000 was an acceptable figure by the Board. Commissioner Clarke noted the Board just received the information and required time to review and discuss. Mr. Flanders requested a date be set to discuss the figure and go forward. It was decided to place the issue on the agenda for the June 6th meeting. He then asked them to consider the following for discussion at that meeting: Is the figure appropriate? At what time would you give us to raise the money and closing date we can finalize it by? Commissioner Clarke would like to present this before the Delegation, as he feels with the new members, it is just a courtesy to do so. Mr. Flanders asked if that would negate the vote. Mr. Clarke noted the previous vote was to authorize the Commissioners to go ahead with the easement. Mr. Gil de Rubio noted he could throw this by the County Attorney.

Mr. Flanders left the meeting.

AGENDA ITEM NO. 3 HEALTH CARE REPORT

AGENDA ITEM NO. 3.B. CENSUS

Mr. Marshall spoke regarding the current census of 149: 15 Medicare, 21 Private, 113 Medicaid. Overall, he noted April has been the best month in revenue and highest in terms of Medicare dollars. Mr. Marshall indicated this week is National Nursing Home week, and they have banners throughout the facility with the culmination on 5/19th for the Rehabilitation Center Open House.

AGENDA ITEM NO. 3.C. STAFFING

Ms. Smith noted they were doing very well with staffing. They are looking for two Baylor positions, a 3-11 Charge nurse and a few LNA's. They have an interview with a nurse manager tomorrow. They held a floor conference Thursday.

AGENDA ITEM NO. 3.A. EMERGENCY PLANNING FOR SULLIVAN COUNTY REGARDING POTENTIAL AVIAN FLU PANDEMIC UPDATE

Mr. Gil de Rubio spoke briefly of the Mt. Sunapee Summit Mr. Marshall, Ms. Smith and Ms. Henderson attended regarding pandemic preparedness. He noted they have contacted Terry Faucher to facilitate a regional preparedness planning meeting towards the end of June. They are trying to attain funding for the preparedness planning through the State.

AGENDA ITEM NO. 3.D. NEW PLAQUES – ADMINISTRATORS LIST AND CHAMBER OF COMMERCE

Johnson-Callum noted there was a paper list of "*Superintendents and Matrons Administrators*" for the nursing home/farm in the Administrators office, but no formal plaque, which Pam Jones worked on and was ready to hang. Jan Heighes was attending the hanging ceremony, as her great grandparents were Mr. and Mrs. Oliver Putnam, supervisors from 1906-1926. It was noted there was also a Claremont Chamber of Commerce plaque that would be hung in the same area.

1:55 The group left the room to hang the Administrators plaque at the main entrance. Pictures were taken by Jan Heighes and Johnson-Callum of the group in front of the new plaque on wall.

2:03 The group returned to the Recreation Room.

Those in attendance were: the three Commissioners, County Manager, Health Care Administrator and Director of Nursing and Facilities & Operations Director and minute taker.

AGENDA ITEM NO. 4. FACILITIES & OPERATIONS REPORT

SUGAR HOUSE PROPERTY AND AGREEMENT

Mr. Chains handed out picture copies of the sugarhouse and surrounding area and copies of the current lease. He wanted to update the Board on the property condition and items not provided for by the lessee. Mr. Chanis will be talking with the lessee regarding the

poor conditions of the property and other contract items not fulfilled. Commissioner Jarvis inquired about agreement termination. Mr. Chanis pointed out there was no termination clause. Mr. Gil de Rubio suggested Mr. Chanis following up the meeting with a certified letter. Mr. Chanis confirmed the \$650 lease payment was received in January; they have not received money for the taps, and have not received syrup. Commissioner Jarvis requested a copy of the fire insurance be attached. The Commissioners asked about condition of pans and other equipment inside. Mr. Chanis recommended the Board do a walk through of the property.

CAPITAL BUDGET

HVAC PROJECT – This project consists of re-piping through all rooms to allow for individual room control. Two bids were received, approximately \$231,000 - \$232,000. Mr. Chanis noted the bids were on the high side. He will create a report to discuss at their next meeting. Mr. Gil de Rubio and Chanis reminded all construction prices increased since the original budget was submitted.

NEW GENERATOR - Currently on it's pad and should be up and running next week.

HEALTH CARE PARKING – A memo was distributed to all Health Care employees last week. All have been requested to not park in the Ahern Building parking lot during the Ribbon Cutting/Open House to be held Friday.

SIDE NOTE – Comm. Clarke asked who was invited to the Open House. It was noted invitees included: physicians, discharge planners, State-County Delegates, the Senators, Claremont City Council and Manager. There will be door prizes every hours and local vendors.

STAFFING – Mr. Chanis noted there was a vacant laundry position and a supervisory position was created in it's place. They offered the position to a Springfield VT person yesterday; someone experienced in the field and comes with great recommendations.

AGENDA ITEM NO. 5 COUNTY MANAGER'S REPORT

AGENDA ITEM NO. 5.A. UNION NEGOTIATION UPDATE

Mr. Gil de Rubio requested an executive session at the end of the public meeting to discuss union negotiations.

SIDE NOTE – Mr. Gil de Rubio will provide his calendar to the Board at a later time. He will be going on vacation and will be sending a memo to the Dept Heads/Elected Officials to contact Commissioner Donald Clarke in case of any emergencies.

AGENDA ITEM NO. 5.B. UNITED WAY COMMUNITY MOBILITY GRANT

Mr. Gil de Rubio noted the Commissioners received in their meeting binders a copy of the United Way Mobility Grant received through the Endowment of Health for \$17,934. The County is the fiscal agent for the grant and will retain \$967 for the first 9-month phase.

SIDE NOTE ASSISTED LIVING/SENIOR CARE BUSINESS PLAN FEASIBILITY STUDY ASSESSMENT
- Mr. Pulling moved in to a new home, fell down stairs cracking his ribs and receiving stitches. He'll be taking most this week off. He received 60-70 responses and will be calling each individually.

AGENDA ITEM NO. 6 COMMISSIONERS REPORT

NHAC 2006 ANNUAL AWARDS COMMITTEE

Commissioner Clarke noted he was on the NHAC awards committee last year, which entails meeting once and should have knowledgeable of the duties each position entails. He recommended Mr. Gil de Rubio or Mr. Nelson. Mr. Nelson declined.

- 2:23 A motion was made, by Commissioner Jarvis, to appoint Ed to the committee. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Commissioner Clarke noted the Commissioners council was awaiting House Bill updates.

Commissioner Nelson and Jarvis did not have anything to add.

- 2:25 A motion was made by Commissioner Nelson to go in to an Executive Session [Per RSA 91-A:3.II.c/e] to discuss contract union negotiations. Commissioner Jarvis seconded the motion. There was no discussion. A roll call vote was taken. The motion carried with all in favor.**

- 2:48 A motion was made, by Commissioner Nelson, to come out of Executive Session. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

There was no action taken.

- 2:49 A motion was made, by Commissioner Clarke, to adjourn the meeting. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Respectfully submitted,



*Ethel Jarvis, Clerk
Board of Commissioners*

EJ/s.j-c.